

CITY OF WHITEWATER POLICY		TITLE: WHITEWATER AQUATIC AND FITNESS CENTER FEE POLICY
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date:	TEXT NAME: G:\Park & Rec\General Information\Policy\ WAFC Fee Policy

I. Purpose

The purpose of this policy is to establish clear, equitable, and financially sustainable guidelines for setting membership, admission, program, and rental fees at the Whitewater Aquatic and Fitness Center (WAFC). This policy ensures transparency, supports cost recovery, and promotes accessibility for residents and non-residents.

II. Policy Overview

The WAFC will set fees annually for memberships, daily admissions, aquatic and fitness programs, facility rentals, and specialty services. Fees will reflect operational costs, industry standards, and community needs. Non-resident fee differences will be applied according to the structure identified in this policy.

III. Definitions

1. Resident: An individual whose primary residence lies within the Whitewater Unified School District boundaries.
2. Non-Resident: Anyone residing outside WUSD boundaries.
3. Membership: Any ongoing pass or plan granting access to WAFC amenities.
4. Programs / Activities: Swim lessons, fitness classes, aquatic programs, and special offerings.
5. Cost Recovery: Percentage of operational and administrative costs offset by revenues.

IV. Membership Fee Structure

1. Resident membership rates will be established based on operational cost recovery needs and market analysis..
2. Non-resident membership rates will be calculated as the resident membership rate plus 10 percent, rounded to the nearest \$0.25.
3. Membership categories may include: youth, adult, senior, household/family, and corporate memberships.
4. Annual memberships paid in full at the time of enrollment will receive a 13-month membership term as an incentive for advance payment.
5. Members who cancel annual membership before the end of the 13-month term, or who cancel a monthly draft membership prior to completing 12 consecutive months, will be assessed a \$35 cancellation fee.
6. Membership fees will support sustainable facility operations and will be reviewed annually..

V. Membership Pause

The Whitewater Aquatic and Fitness Center allows temporary pauses on eligible memberships under the following conditions:

1. The pause option applies only to annual memberships and monthly draft memberships. Month-to-month memberships are not eligible for pause requests.
2. Eligible memberships may be paused for a minimum of one month and a maximum of three months within a 12-month period.
3. Members may request a pause for medical reasons, extended travel, seasonal employment interruptions, or other justified circumstances approved by WAFC management.
4. Requests to pause a membership must be submitted in writing at least 7 days prior to the desired pause start date.

5. Membership billing will be suspended during the approved pause period for monthly draft members.
6. Annual memberships paid in full will have the approved pause duration added to the end of their membership term.

VI. Daily Admission and Punch Pass Fee Structure

1. Daily admissions and punch passes will be set at fixed rates for residents and non-residents.
2. Non-resident pricing will differ by a set dollar amount rather than by a percentage.
3. Admission categories may include: youth, adult, and family.
4. Promotional rates or special-event pricing may be offered with Director approval.

VII. Program and Activity Fee Structure

1. Program and activity fees, including swim lessons, aquatic programs, and fitness classes, will be based on instructor staffing, facility and equipment use, administrative and support costs, and program materials.
2. Non-resident program and activity fees will be a fixed dollar amount higher than resident rates.

VIII. Facility Rentals

1. Pool, room, and event rentals will be set using flat-rate schedules for residents and non-residents.
2. Non-resident rental rates will differ by a set dollar amount.
3. Additional staffing or equipment fees may apply, including lifeguards, lane usage, or after-hours operations.

IX. Refunds and Cancellations

Refund terms may follow the Parks and Recreation Department's general refund policy or may be customized for WAFC operations.

Standard WAFC considerations may include:

- Full refund if WAFC cancels the program.
- Refund or credit when schedule changes prevent participation.
- Limited or no refunds after program sessions begin unless exceptional circumstances apply.
- Processing fees may apply for participant-initiated refunds.

Finalized refund language will be set per administrative direction.

X. Financial Assistance

1. Membership financial assistance is available through the Friends of the Whitewater Aquatic and Fitness Center, subject to guidelines established by the organization.
2. Program and activity financial assistance is available through the City of Whitewater Parks and Recreation Department Sunshine Fund.

XI. Policy Review

This policy will be reviewed at least every two years, or more frequently if operation or financial conditions warrant adjustments.

Effective Date: November 19, 2025

Approved by the Parks and Recreation Board on: November 19, 2025